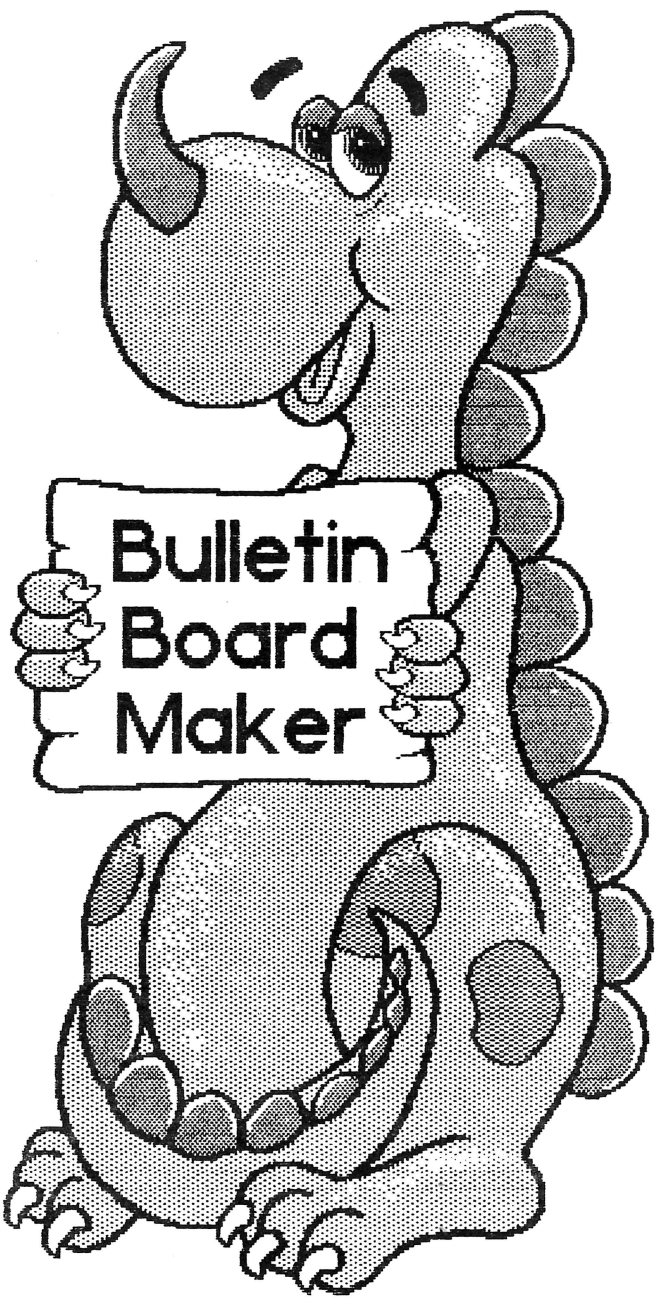
Bulletin Board Maker:™
Anytime Art

Create Posters, Signs, Announcements, & More!

- **Seasonal and Holiday Graphics**
- **Looney Letters**
- **International Animals**
- **Nutty Numbers**



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338 Commerce Drive, Fairfield, CT 06430
(800) 232-2224 • (203) 335-0906
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Bulletin Board Maker

INTRODUCTION...

BULLETIN BOARD MAKER lets you and your students create wonderful bulletin board displays to make your classroom, school hallways and more, come alive with that special pizzazz that can enhance classroom activities. The program includes a variety of colorful backgrounds, frames, typestyles, and an assortment of cute and whimsical graphics that are sure to be a big hit with your students!

We're aware of the time and effort that is needed to design a bulletin board, that's why we've designed this program for you. You can create huge posters and signs to decorate your classroom in minutes. With **BULLETIN BOARD MAKER**, your classroom will sparkle with creativity. You can also create announcements, worksheets, coloring books, Big Books, puppets...the possibilities are endless!

With this easy to follow guide, you and your students will be on your way to the "Bulletin Board Hall of Fame" in no time!

REFERENCE GUIDE

This Reference Guide provides step-by-step instructions for designing your creations.

If you are using the 3.5" version, all of the information is included on one disk. If you are using the 5 1/4" version, here are the contents of each disk:

DISK ONE
Side one: Program
Side two: Fonts and Frames
DISK TWO: Background Graphics
Side one: Posters and Nutty Numbers
Side two: Clip Art

If you are using the 5 1/4" version, you will be flipping the disks periodically during the use of this program. Messages will appear telling you when you need to switch disks.

THE MAIN MENU

First, insert your **BULLETIN BOARD MAKER** disk into the disk drive. To boot, press the , CONTROL and RESET buttons simultaneously, or turn on your computer with the program disk in the drive. The **MAIN MENU** will automatically appear. There are three options listed:
Make a Poster
Use Utilities
Quit

To select an option from this or any other menu, simply use the ARROW KEYS to move the border box or highlight box to the option you want. Then press RETURN.

NOTE: **ESC** will bring you back through the screens.

MAKE A POSTER

Choose **Make a Poster**.

A poster is three screens long. It can be designed with clip art, text and frames. The next screen presents two choices: **Start a New Poster** and **Load Your Poster**.

Load Your Poster will let you load a previously saved creation from your own formatted disk.

START WITH?

This menu will ask you if you want a **Blank Poster** or a **Poster With a Picture**. **Poster With a Picture** will give you a choice of BACKGROUND graphics. The arrow on the left side of the scroll box indicates that there are more graphics to choose from and to continue to scroll through the choices. Choose one by moving the highlight bar with your MOUSE or ARROW KEYS and pressing RETURN.

The **Blank Poster** option is ideal for creating worksheets, writing stories, adding a frame, creating signs or announcements.

THE POSTER MENU

This screen presents 7 options:
See My Poster
Design My Poster
Show My Poster
Save My Poster
Print My Poster
Utilities
Go to Main Menu

OPTIONS

SEE MY POSTER

This option allows you to scroll through your finished or unfinished creation by using the ARROW KEYS.

DESIGN MY POSTER

This is the main option for creating your poster.
A **DESIGN** menu will appear with the following options: **Clip Art**
Frame
Write
Erase

CLIP ART

Select Clip Art to design your poster with additional graphics.

Insert the **Clip Art disk** (Disk 2, Side 2) in any drive and press RETURN.
When the Clip Art Menu appears, select a clip art category. Each category contains several pieces of art. (Refer to the *Art at a Glance* booklet to see the clip art in each category.)
An instruction box will appear explaining the key commands to use while working with clip art.
Press any key to remove the instruction box.

NOTE: The **Help Screen** is accessible from any screen by pressing ⌘ ?.

The first piece of clip art from the file you selected will appear in the center of the screen. Press the SPACE BAR to view the different pieces of clip art in this category.

To Move Clip Art

Use the ARROW KEYS or MOUSE to move the clip art anywhere on the screen. When you are happy with the location of the clip art, press RETURN to stamp it.

NOTE: Pressing a number from 1 to 9 changes the distance a piece of clip art moves when you use the ARROW KEYS. To move a piece of clip art the smallest distance (slowly), press 1 and use the ARROW KEYS. To move a piece of clip art the largest distance (quickly), press the 9 key and then use the ARROW KEYS. Numbers in between will move accordingly.

To Flip Clip Art

You can flip any piece of clip art horizontally or vertically before you stamp it.
To flip a piece of clip art horizontally, press the H key.
To flip a piece of clip art vertically, press the V key.

To Stamp Clip Art

Press RETURN or click your MOUSE button to stamp the clip art. The clip art will become part of your poster design. You may stamp as many of the same piece of clip art you wish, or a variety of clip art. For example, you can stamp candles on a birthday cake that equal a particular child's age. Press DELETE to undo any clip art that you have stamped. Each time you press the DELETE key, you will undo clip art in the opposite order it was stamped.

> **NOTE**: Delete will only undo the clip art stamped while you are working within that category. Once you leave that clip art category, by pressing ESC, you must use the eraser to "white out" the unwanted clip art. Note that this will also erase your background graphic. Press ESC to return to the Clip Art Menu. Select another clip art category, or press ESC to go back to the Design menu.

FRAME

Select Frame to put a frame around your poster. It's especially ideal for adding a decorative border around a text page.
Insert the **Frames disk** (Disk 1, Side 2) in any drive and press RETURN.
The Frame Menu will appear.
Frame Set 1
Frame Set 2

Select a Frame category and the first frame in that category will appear in a box in the center of the screen. Use the SPACE BAR to view the other frames in the category and press RETURN to select one. The frame will appear around your page. A message will ask you if you want to use the frame. Press the Y key for "Yes" and the N key for "No", or ESC to cancel.

> **NOTE**: If you are going to use a frame, choose it first so you won't run into the problem of having your text and graphics covered by the frame.

WRITE

The Write function allows you to add text to your poster. Select Write from the Design Menu. Insert the **Font disk** (Disk 1, Side 2) in any drive and press RETURN. The Font Menu will appear.

There are six fonts from which to choose: **BIG**
Fancy
Medium
Small
Swirl

Select a font.
An instruction box will appear explaining the key commands needed to use with the Write function. Press any key to remove the instruction box.

*Don't forget...just press ⌘? to call it up again.

A blinking cursor will appear in the upper left hand corner of the screen.
Use the ARROW KEYS or MOUSE to move the cursor anywhere on your poster that you want to start typing. Use DELETE to undo unwanted text.

Write Options

⌘ **O - Outline**: Pressing these keys before you begin to type will outline the letters that you type.

⌘ **B - Bold**: Pressing these keys before you begin to type will make all of the letters bold.

⌘ **N - Normal**: Pressing these keys before you begin to type will make the type return to its normal style.

⌘ **C - Center**: Pressing these keys will center any line of text that you have just typed. You can only center one line at a time.

NOTE: Once you are finished typing, or you want to choose a different font, press ESC to return to the Font Menu. Press ESC two more times to return to the Design Menu.

ERASE

The Erase function allows you to erase graphics and text from your poster.
The eraser is an adjustable solid block of white which, when stamped, will erase anything underneath it.

Select Erase from the Design Menu. An instruction box will appear explaining the key commands needed to use with the eraser.

Press any key to remove the instruction box and press the SPACE BAR to view the eraser sizes, stopping at the size you want to use. Use the ARROW KEYS or MOUSE to move the eraser over the part of the poster that you want to erase, and press RETURN. The text or graphics underneath the eraser will disappear. The DELETE key will "put back" what you have erased as long as you haven't left the Erase option. Press ESC to go back to the Design Menu.

Now that you are familiar with the four functions of designing your poster, press ESC to go back to the Poster Menu.

SHOW MY POSTER

This option will allow you to see the entire three screen poster on one screen. It will also tell you how much disk space you need to save your poster.

SAVE MY POSTER

The Save option allows you to save your creations. First, you will need a Formatted Disk. (See **Utilities** section.)

Select Save My Poster from the Poster Menu. The Save Poster screen will appear. Insert your work disk in any drive. The name of the disk to save on will be at the top of the screen. Press TAB until the name of the disk you want to save on appears.

At the bottom of the screen is the word NAME, followed by a flashing cursor. Type a name for your poster and press RETURN. The poster will be saved onto your work disk, and the Poster Menu will reappear.

> **NOTE**: You have to use periods instead of spaces to separate the words in your poster name when saving.

PRINT MY POSTER

Select Print My Poster from the Poster Menu and the Print Menu will appear offering five options:

Miniature
Standard
Giant
Monstrous
Change Setup

You can choose any one of the four printout sizes by highlighting a size and pressing RETURN or clicking the mouse button.

CHANGE SETUP

To print out a poster, you must give the program specific information about the equipment you are using. This information is displayed in the Current Setup box at the bottom of the screen. Select Change Setup to change the printer settings displayed in the Current Setup box.

The Setup Menu will appear with the following choices:
Printers, Interfaces, Linefeed, Print Quality, and Printer Slot.

> **WARNING:** If you don't have the correct setup and you try to print, the program will freeze. This means rebooting the program and losing your creation if it was not saved.

Choose each item you need to change. The arrow on the left side of the scroll box means there are more options to choose from. After you highlight an item press RETURN and the Current Setup box will display the changes you made.
Press ESC to go back to Print Menu.

PRINT OPTIONS

Select the print size for your poster.

For larger sizes, two options will appear:
All Panels
Some Panels

With the two largest sizes, the posters print out in 2 or 3 strips. By Choosing **Some Panels**, you can select which strips of the poster you want printed out. This comes in handy if you make a creative mistake after printing. You'll be able to print only the strips that you want, instead of printing the entire poster.

After you choose a size, the next screen will present two options:
Normal
Outline

The Outline option removes the patterns from the poster and prints it out like a coloring book so you can color the picture with crayons or markers. It will also extend the life of your ribbons.

Normal will bring up a Print Color menu that offers two choices:
Black and White
Color

Choose the desired option and press RETURN.

If you choose Miniature or Standard, a Print option will then appear offering:
Regular
Reversed

Regular means that your printouts will print normally.
The **Reversed** option is for those with a special ribbon that can make T-shirt iron-ons. The print out will therefore be reversed so the iron-on will be correct after ironing.

Press RETURN, check your setup and press RETURN again.

A **Time Line** will appear with numbers 0 to 100. A cursor will begin at 0 and progress to 100 to illustrate the length of remaining printing time.

UTILITIES

Select Utilities to: **Format a Disk**
Make a Folder
Delete a File

Select Format a Disk. A Format Disk Menu appears with a list of the slot and drive numbers. Insert a blank disk in the drive and choose the slot and drive number. Next, a file box will appear asking you to give your work disk a volume name. Type in a name and the program will format the disk. The posters you make are saved as files onto a work disk. Poster files can be saved in folders. Each folder can save several files. Putting your files into folders makes it easier for you to load and delete files.

*REMEMBER: Once you delete a file, it is gone forever.

GO TO MAIN MENU

Select Go to Main Menu to quickly get back to the Main Menu.

USE UTILITIES

This works the same as the Utilities option.
This can be accessed from the MAIN MENU screen.

QUIT

This allows you to get out of the program entirely.

**HELPFUL HINT: Save!! It's a good idea to save your creation periodically. This way you can reload your poster if you make a mistake.

Time for the Fun Stuff!!

CREATIVE CLASSROOM GUIDE

IDEAS, IDEAS, IDEAS...

POSTER CONTEST:
Let your students design posters for display. After they are done, have students judge their other classmate's creations. Create different categories! Have as many categories as there are students so that no one is left out. How about PRETTIEST, CRAZIEST or FUNNIEST? You can have a contest with another class, or even another grade level!

LEARN YOUR NUMBERS AND LETTERS POSTER:
Use the LOONEY LETTERS and NUTTY NUMBERS clip art to create educational posters for younger or learning disabled children. Remember, LOONEY LETTERS are designed with each letter holding various objects that begin with that letter. Each number from NUTTY NUMBERS is holding the amount of objects that the number represents.

MOBILES:
Use any of the clip art to make fancy mobiles out of colorful yarn and hangers. Simply print out the desired graphic, paste it onto oaktag or cardboard, and color. Cut the graphic out and punch a hole in the top. Use colored ribbon or thread to hang it from a clothes hanger or wooden dowel.

CARDS:
By using the miniature size of printing, you can create all sorts of cards by pasting the printouts onto oaktag or heavy construction paper. Use glitter to give them that extra sparkle.

PUPPETS:
How about stick puppets? Any one of the pieces of clip art can be printed and cut, to make cute and clever characters. Have a puppet show with animals from all over the country.

INTERNATIONAL NEIGHBORS BULLETIN BOARD DISPLAY:
Use the INTERNATIONAL NEIGHBORS animal clip art to make a display about far away places! Have each student find out about a different country, type a poster about it and add the appropriate international animals.

Make an entire scene. Cover the top half of the bulletin board with blue construction paper for the sky, and the bottom half with green for the grass.

Use cotton to make clouds in the sky. Make landmark symbols for the different countries, like flags and monuments, and place the international animals and their stories next to, or underneath them.

How about an International Animals mobile?

T-SHIRTS:
You can make fabulous T-shirts if you have the special heat transfer ribbon. Make up special slogans for your class, or create your own mascot!

BIG BOOKS:
By using the built-in word processor, students can write stories based on clip art from this program or any other **Toucan Software** program. By printing them out in the large size, they can make BIG BOOKS that can be decorated and shared with other classes!

ACTIVITY/WORKSHEETS:
With the graphics and the word processor, you can make activity pages and worksheets. For example, when used with the International Animals you can create worksheets with questions like, "What country does this animal come from?" or "What is that country's favorite pastime?"

OTHER ART:
This program is compatible with all of the following **Toucan Software** programs to offer you an endless library of art for all areas of interest.

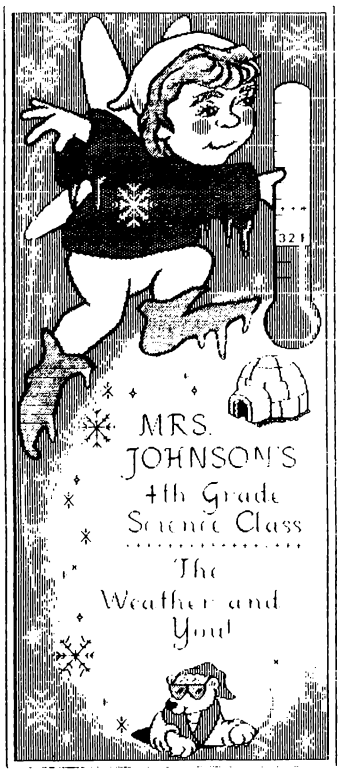
CREATIVE WRITING SERIES
Monsters and Make Believe
Monstruos y Fantasías (Spanish Version)
Big Book Maker: Favorite Fairy Tales and Nursery Rhymes
Big Book Maker: Tall Tales
Story Starters: Science
Story Starters: Social Studies
Dinosaur Days
Robot Writer
Pow! Zap! Kerplunk! The Comic Book Maker
plus
Media Magic
Pelican Clip Art Album
***More* Pow! Zap! Kerplunk!**
***More* Monsters and Make Believe**
Monstrous Monsters
and more!

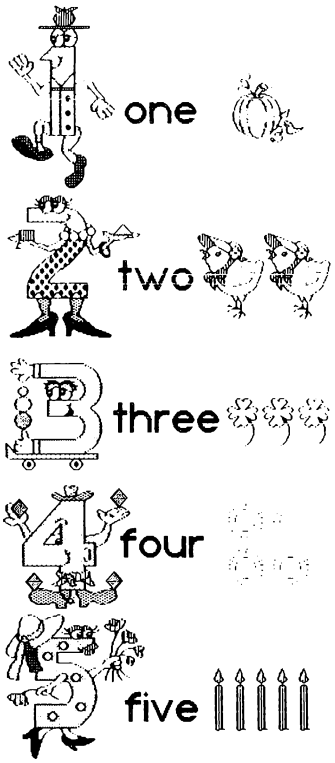
ADDITIONAL IDEAS:
*Use the mischievous JACK FROST background as a weather chart.
*Use the BIRTHDAY background to play "Pin the candle on the cake".
*The DINOSAUR background can make a great "Special Events" poster, and the TURKEY PARADE and SANTA'S HELPERS backgrounds can advertise school parties!

HELPFUL MATERIALS:
*Colored computer paper and colored ribbons.
*Construction paper, oaktag or cardboard.
*Yarn, ribbon, glitter, fabric scraps, pipe cleaners, and hangers.
*Crayons, markers, colored pencils and paints.
*Glue, tape, stapler, scissors and a hole puncher.
*We suggest laminating to make your posters usable year after year.

There are many things you can do with **BULLETIN BOARD MAKER**!! Just use your imagination and don't be afraid to experiment.

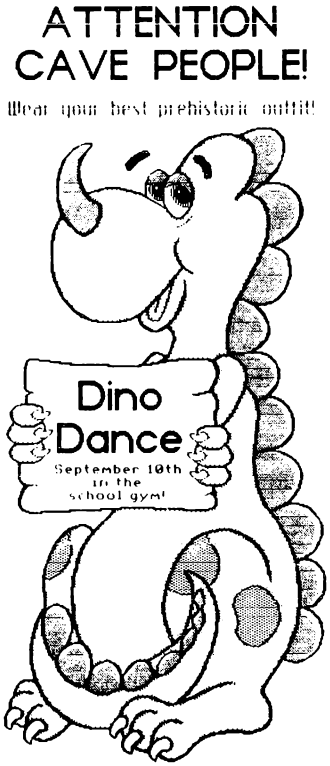
SAMPLE PAGES

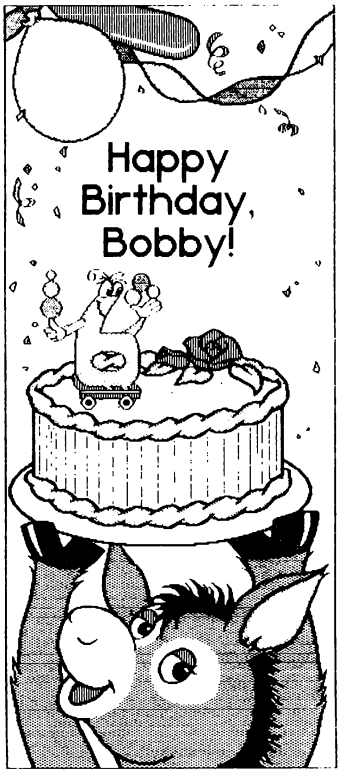


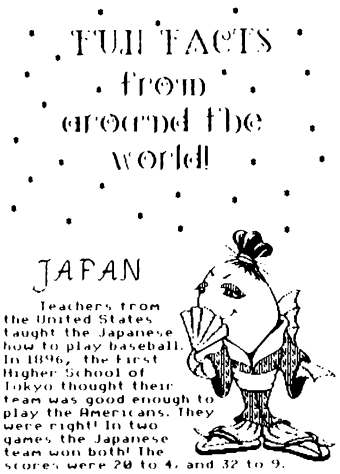


Meet our neighbor, Daniel Duck. He is from a town called Ottawa in Canada.
Daniel is Canadian. He speaks English and French.
Parlez vous Français?

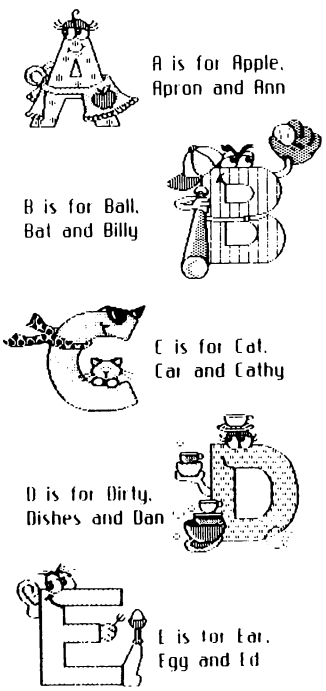
Meet our neighbor, Desi Donkey. He is from a town called Tijuana in Mexico.
Desi is Mexican. He speaks English and Spanish.
¿Habla español?

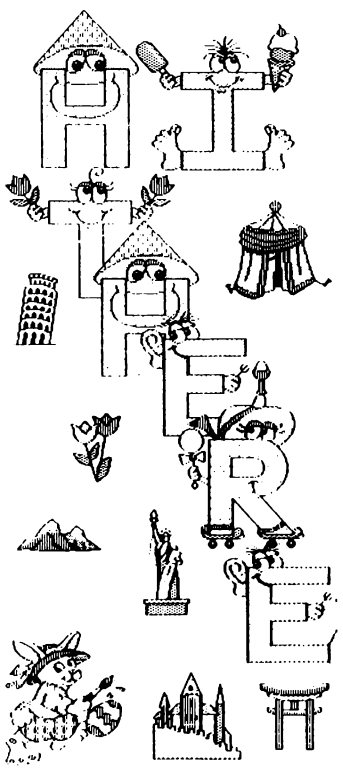



Happy
Birthday,
Bobby!


FUN FACTS
from
around the
world!
JAPAN
Teachers from the United States taught the Japanese how to play baseball. In 1896, the First Higher School of Tokyo thought their team was good enough to play the Americans. They were right! In two games the Japanese team won both! The scores were 20 to 4, and 32 to 9.

Scotland
Scots live in the northern part of Britain. Most of the 5 million Scots speak English, but about 90,000 still speak Celtic. Scots along with the Welsh and English are grouped together into a single group called the "British".


A is for Apple,
Apron and Ann
B is for Ball,
Bat and Billy
C is for Cat,
Car and Cathy
D is for Dirty,
Dishes and Dan
E is for Ear,
Egg and Ed

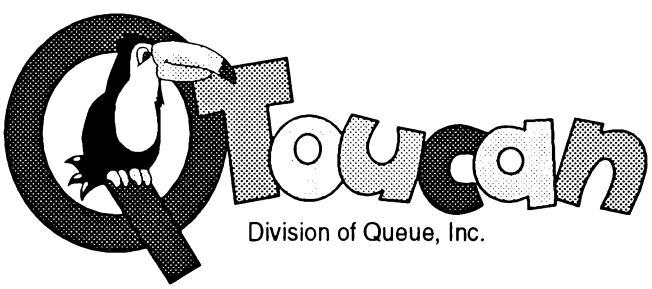


SUPPORT

If you have technical questions or problems, call Toucan Software at (800) 247-4641 (in Connecticut, Alaska, and Canada call 203-674-8221). Defective disks will be replaced free of charge up to 90 days after invoice date. Disks damaged after 90 days may be replaced at $10.00 per disk. Mail the damaged disk and appropriate payment to Queue at 338 Commerce Drive, Fairfield, CT 06430, for a prompt replacement.

Backup disks are available for $10.00 per disk. Customers are limited to one backup disk for each disk purchased. Backup disks are for archival purposes only.

Never expose any computer software to excessive heat or cold. Do not leave your software near a strong magnetic field such as might be produced by an electric appliance, stereo, or speaker magnet. Always place your software in its sleeve when you are not using it. This will protect it from dust and finger prints. Finally, never touch the exposed parts of the disk which are visible through the holes in the disk cover.



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